

TO: Mayor and City Council

FROM: Planning Director

DATE: January 16, 2007

SUBJ: Planning Commission Interviews and Selection

On Tuesday, January 16, 2007, the City Council will interview applicants to fill three (3) Planning Commission seats that became vacant on December 31st. Each of the three appointees will serve a twenty-three month term from February 2007 through December 2008. Tonight the Council will [by ballot] select the appointees, followed by adoption of a Resolution of Appointment at the City Council meeting on January 23, 2007.

Regarding the interview process, you will find attached herewith the following:

- 1) Suggested selection process. Please note paragraph 5 for selection of a candidate(s) that does not receive a majority vote.
- 2) Sample questions. I believe it is important that the applicants are asked the same questions. Only Council will ask questions unless it is a clarification issue.
- 3) Copy of my Information Memorandum to Council advising of the short-list and interview date of applicants.
- 4) Copy of my letters notifying applicants about their interview schedule.
- 5) Applications for Appointment - in order of interviews.

Finally, the interview meeting must be open to the public; interviewing Planning Commission applicants cannot be done in Executive Session under the Brown Act. However, the interviews being open to the public does not mean the interviews are required by law to be a public process with questions forthcoming from the audience. It is therefore strongly recommended that, given the number of applicants, we provide a singular opportunity for Public Comment.

Respectfully Submitted:

Jennifer Wellman, AICP
Planning Director

Concurrence:

Les Nelson
City Manager

CITY OF BLYTHE
PLANNING COMMISSION
SELECTION PROCESS

1. Candidates will be interviewed individually, with interviews set-up in 20 minute increments. There are 6 candidates to be interviewed. Candidates waiting to be interviewed will be asked to wait in the City Hall lobby.
2. Each candidate will be asked to make a statement to the Council, not to exceed 4 minutes in duration.
3. At the conclusion of the opening statement each candidate will be asked questions by the City Council. Each candidate will be asked the same questions.
4. After all candidates have been interviewed, the City Council will, by ballot, indicate their selections for appointment to the Planning Commission. If necessary the Council will vote up to 5 times to fill the 3 vacant Planning Commission seats. Selection requires a majority vote by the Council in attendance.
5. If after 5 attempts any of the Planning Commission seats are not filled by a majority vote, the City Council will appoint the candidate(s) with the most nominations by the City Council.
6. Appointees to the Planning Commission will be ratified by the City Council at the meeting of January 23, 2007, and seated at the Commission meeting of February 6, 2007.

INFORMATION MEMORANDUM

TO: Mayor and City Council

FROM: Jennifer Wellman, Planning Director

DATE: January 9, 2007

SUBJECT: Planning Commission Short-List / Interview Dates

The ad-hoc committee appointed by the City Council to short-list Planning Commission applicants for interview met on December 14, 2006. The following individuals were selected by the committee for interview. Applicants will be interviewed in the order and at the time(s) listed below:

Bolliger, Mark A.....	6:05 p.m.
Copple, Derek W.	6:25 p.m.
Covel, Carie D.	6:45 p.m.
Dugan, Helen.	7:05 p.m.
Gillis, Edna	7:25 p.m.
Jessop-Watkins, Leslie.....	7:45 p.m.

Applicants have all been notified of their interview date and time and have been asked to prepare an opening statement 2-4 minutes in length. In addition, the Personnel Director has notified each member with regard to their live-scan (background investigation).

An interview agenda will be provided prior to the scheduled meeting date of **Tuesday, January 16, 2007**.

Staff requests that each member of the Council devise an interview question(s) that they would like to have addressed by the applicants. Please submit said question(s) in writing to the ~~Planning Director~~ **Planner Burrow** on or before ~~Friday, January 12, 2007~~ **Thursday, January 11, 2007**.